

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: July 19, 2002

PERSONNEL LETTER # 02-020
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **TURNAROUND PAR DOCUMENTS**

Effective with PAR transactions key entered on July 18, 2002 the State Controller's Office will begin providing a single copy of the turnaround PAR, Form STD. 680. This is in response to Executive Order D-49-01 for state agencies to reduce operating costs.

The new single copy form was introduced and copies distributed at the various Personnel/Payroll supervisors/managers forums and the Personnel/Payroll Review Committee meetings in December 2001. The single form contains all the same information in the same format as the multiple copy form with the exception that there is no perforation at the beginning of Section 12 or for the current position information at the bottom of the form.

The use of single copy turnaround PAR's may require you to make some changes in your current business practices. To minimize the impact on your workload the following suggestions are made for your consideration.

1. Only make copies when it is required that a turnaround PAR be submitted to another department for concurrent signature or the document must be submitted to PPSD for processing.
2. Use the same document to key the update to the decentralized system and for your pending file. Once a transaction has been keyed to the on-line system use the keyed form as your pending copy. When the turnaround PAR is received and verified for accuracy with the pending PAR, place the pending copy in the keyed transactions folder for the date the PAR was keyed.
3. Use scissors or fold and cut with a ruler the Section 12 information, if necessary. Also, if your department is a Management Information Retrieval System (MIRS) user a report with the Section 12 information can be developed and printed as needed.

If you have any questions regarding this letter, please contact Personnel Operations Liaison Unit at (916) 322-6500.

RZ:JLD:PMAB